

NAVRESREDCOMMIDWESTINST 1610.1C
Code N01
22 Jun 01

NAVRESREDCOMMIDWEST INSTRUCTION 1610.1C

Subj: NAVY PERFORMANCE EVALUATIONS FOR OFFICERS AND ENLISTED
PERSONNEL

Ref: (a) BUPERSINST 1610.10
(b) REDCOM Midwest ltr 1610 of 2 May 01

Encl: (1) Performance Evaluations Assignment Table for Rater and
Reporting Seniors
(2) Standard Verbiage For FITREPs Blocks 28 and 29

1. Purpose. To supplement reference (a) guidance and policy for conducting mid-term counseling and preparing performance evaluations for officers and enlisted personnel who report to Commander, Naval Reserve Readiness Command Midwest.

2. Cancellation. NAVRESREDCOMREGTHIRTEENINST 1610.1B.

3. Discussion. The term performance evaluations includes both Fitness Reports (FITREPS) for officers and enlisted personnel serving or frocked as Master, Senior and Chief Petty Officers, and Evaluation Reports (EVALS) on enlisted personnel in paygrades E-1 through E-6, except those frocked to Chief Petty Officer. Since performance evaluations determine career progression, reporting seniors must ensure timely, realistic and accurate reports. Reference (a) provides technical guidance on preparing the performance evaluations. This instruction supplements reference (a) by assigning specific responsibility for conducting mid-term counseling and preparing performance evaluations.

4. Responsibilities. Enclosure (1) assigns specific responsibilities for mid-term counseling and performance evaluation preparation.

5. Action

a. Reserve Center Commanding Officers will:

(1) In cases where the Readiness Commander is the reporting senior, submit officer fitness reports to Code N00A at

least sixty days prior to the end of the reporting period.
NAVRESREDCOMMIDWESTINST 1610.1C
22 Jun 01

Include the following with submission:

(a) A FITREP prepared using the EVAL/FITREP software program as authorized and disseminated by REDCOM 13. Either download the report and forward via e-mail or copy to a disk and forward to REDCOM Midwest (N00A).

(b) Use standard verbiage provided in enclosure (2) for Blocks 28 and 29.

(c) Ensure AT/ADT information is included for all Selected Reservists, as well as Mobilization Billet (MOB) data.

(2) In cases where CO NR FLTHOSP Great Lakes is the reporting senior, submit Performance Information Memorandums (PIMs) on Officers-in-Charge of FLTHOSP Great Lakes detachments in accordance with reference (b).

b. Readiness Command Staff officers will submit fitness report inputs in the format of Exhibit S-1 of reference (a), along with a fully completed FITREP (including information above) to the Chief of Staff (N01) forty-five days prior to the end of the reporting period.

c. Evaluation reports for staff enlisted personnel will be submitted to N01A1 in double-spaced "smooth" rough draft forty-five days prior to the end of the reporting period. Raters, as assigned in enclosure (1), for staff enlisted personnel will obtain an input from each individual being rated in the format of Exhibit S-2 to reference (a).

d. The Deputy Readiness Commander will maintain all mid-term counseling worksheets for all officers for whom the Readiness Commander is the reporting senior.

e. The REDCOM Command Services Department will maintain all REDCOM staff enlisted mid-term counseling worksheets.

f. Performance Counselors conduct counseling thirty days before or after the required date.

g. The REDCOM Midwest Personnel Officer will ensure:

(1) Inactive Duty Training (IDT) orders for officers reflect the correct reporting senior.

2

NAVRESREDCOMMIDWESTINST 1610.1C

30 May 01

(2) IDT orders for unit commanding officers/officers-in-charge shall include a statement assigning the officer Additional Duty (ADDU) to the gaining command.

h. In cases where the officer reported on is a captain, and the reporting senior is a captain (or below) in the same competitive category, submit the completed FITREP to the readiness commander for flag endorsement no later than five working days after the reporting period. A flag endorsement is not required on Not Observed FITREPs.

i. Reporting seniors will provide a copy of each Summary Letter to REDCOM Midwest for each set of officer fitness reports (Code N00A) and enlisted evaluation reports (Code N01A1) at the time they are submitted to the Commander, Naval Personnel Command.

/s/

L. J. LANG

Deputy

Distribution:

NAVRESREDCOMREGTHIRTEENINST 5605.1V

Lists A (Readiness Commander and Department Directors), B (Staff/Special Assistants), D (Reserve Centers) and E (Reserve Units)

Stocked: NAVRESREDCOMMIDWEST, Great Lakes

**PERFORMANCE EVALUATIONS ASSIGNMENT
TABLE FOR RATERS AND REPORTING SENIORS**

BILLET/TITLE ASSIGNMENT	RATER	SENIOR RATER	REPORTING SENIOR
Reserve Center CO	N/A	REDCOM Deputy	Readiness Commander (Note 1)
Reserve Unit CO (O-6)	N/A	Reserve Center CO (Notes 1 & 2)	Readiness Commander
Reserve Unit CO (O-5 & Below)	N/A	Reserve Center CO (Notes 1 & 2)	Reserve Center CO, Readiness Commander (Note 3)
REDCOM 13 Staff			
Directors (SELRES)	N/A	REDCOM Deputy	Readiness Commander (Note 1)
Staff Officers (FTS)	N/A	REDCOM Deputy (Note 1)	Readiness Commander
Chaplain	N/A	REDCOM Deputy	Readiness Commander (Note 1)
Mobilization Officer	N/A	REDCOM Deputy (Note 1)	Readiness Commander
Medical Staff (O-6)	N/A	REDCOM Deputy	Readiness Commander (Note 1)
Medical Staff (O-5)	N/A	REDCOM Deputy (Note 1)	Readiness Commander
Supply Staff (O-6)	N/A	REDCOM Deputy	Readiness Commander (Note 1)
Supply Staff (O-5)	N/A	REDCOM Deputy (Note 1)	Readiness Commander
Asst AIS Officer	N/A	REDCOM Deputy (Note 1)	Readiness Commander
Readiness Team	N/A	Code N00R (Note 1)	Readiness Commander
Staff CPOs	Division Officer (if applicable)	Directors	Readiness Commander
Staff E6	LCPO	Director	Readiness Commander
Staff E1-E5	LCPO	N/A	Directors

Notes: (1) Responsible for conducting mid-term counseling session.
(2) Member may request follow-on counseling session with reporting senior.
(3) Cases where the reserve unit CO is senior to the reserve center commanding officer.

Encl (1)

NAVRESREDCOMMIDWESTINST 1610.1C
22 Jun 01

STANDARD VERBIAGE FOR FITREPS (Blocks 28 and 29)

1. Please use the following standard verbiage for all our FITREPS:

a. CENTER COs:

(1) Block 28: "Training and Administration of the Naval Reserve. (Achievements: Use this to reflect any significant command awards or achievements, e.g., successfully passed ISIC triennial command inspection.)"

(2) Block 29: "CO Command Officer-12. Directs (no.) military and (no.) civilian personnel in full-time support of (no.) reserve units and (no.) Naval Reservists. Responsible for plant account and equipment in excess of \$_____ and OPTAR in excess of \$_____."

b. UNIT COs:

(1) Block 28: "Naval Reserve (type) Unit; Gaining Command - (title); Contributory Support: (brief statement)."

SAMPLE: "Naval Reserve Hospital Unit; Gaining Command - Naval Hospital Great Lakes; Contributory Support: 300 mandays and medical procedures valued at over \$240,000 in support of weekend surgery."

(2) Block 29: "CO Commanding Officer-12. Commands Naval Reserve unit comprised of (no.) officers and (no.) enlisted personnel. (Responsible for: Use this if a hardware unit to reflect value of equipment and OPTAR.) MOB: (List title of MOB Billet as taken from RUAD)."

SAMPLE: "CO Commanding Officer-12. Commands Naval Reserve unit comprised of 4 officers and 16 enlisted personnel. Responsible for equipment valued at over \$100,000 and for managing annual OPTAR in excess of \$14,000. MOB: Diving Officer"

c. STAFF OFFICERS (FTS):

(1) Block 28: "Training and Administration of the Naval Reserve. (Achievements: Use this to reflect any significant command awards or achievements, e. g., successfully passed ISIC triennial command inspection)."

(2) Block 29: "[PRI DUTY ABBREVIATION] Primary Duty Long Title-12; COLL:"
SAMPLE: "[REG OPS OFFCR] Regional Operations/Training Officer-12; COLL: Senior Watch Officer-12, Senior Triennial Inspector-12."

d. STAFF OFFICERS (SELRES):

(1) Block 28: "Naval Reserve Program 13--Major Shore Command. Gaining Command - None (ADSUR Billet)."

(2) Block 29: "[PRI DUTY ABBREVIATION] Primary Duty Long Title-12; MOB:"

SAMPLE: "[DME] Deputy for Mission Effectiveness-12. MOB: None."

Encl (2)